

Public Safety Group  
Police Series

POLICE ASSISTANT CHIEF  
9/74

**CHARACTERISTICS OF THE CLASS:**

Under general direction, assists the Police Chief in exercising command of the personnel, buildings and equipment of the Police Department; and performs related work as required.

**EXAMPLES OF DUTIES:**

Acts for the Police Chief at the request or in his absence; confers with the public in person and by telephone and advises them on the law and on department policy and regulations; interprets departmental rules, regulations and policies to employees; cooperates with county, state and federal law enforcement agencies in the apprehension and detention of wanted persons and criminals, in the recovery of stolen property and in all other matters of mutual interest; assists in the selection and development of new patrolmen and participates in the police training program; coordinates with the personnel department on procurement of personnel and the testing program; writes specifications for automotive, communications and other equipment and coordinates these with the purchasing department; directs preparation of statistical reports; meets with staff members in regard to major crimes or incidents and keeps abreast of them; plans and designates the dates of recruit training schools; assists in making up the department budget.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience: Twelve and one-half years on progressively responsible experience in police work with the El Paso Police Department including two and one-half years of service as a Captain or Inspector.

Knowledge, Skills and Abilities: Considerable knowledge of the principles and practices of modern police administration; considerable knowledge of police organization and administrative procedures; considerable knowledge of state laws, local ordinances and police regulations; considerable knowledge of arrest procedures; considerable knowledge of police investigation methods.

Ability to work with and for the public; exceptional ability to exercise good judgment in evaluating situations and making decisions; ability to remember details of observations; ability to plan, organize, assign, supervise and inspect the work of subordinates; ability to write administrative and technical reports and papers.

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Director of Personnel

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Department Head